THE CITY COUNCIL OF THE CITY OF NEWPORT, COUNTY OF LINCOLN, STATE OF OREGON

In the Matter of:

ESTABLISHING A PARKING MANAGEMENT	)	
PLAN FOR THE SCHEDULING OF EVENTS ON	)	ORDER NO.
THE NEWPORT CITY HALL CAMPUS	)	2015-1

WHEREAS, on November 5, 2013 the voters of the City of Newport approved the construction of a new aquatic facility as an addition to the recreation center on the city hall campus; and

WHEREAS, the campus is located on property identified as Tax Lots 2000, 2100, 2200 of County Assessor's Map 11-11-08-AC. The property is developed with a City Hall building, a 60+ Senior Center, and a Recreation Center; and

WHEREAS, in order to ensure there is an adequate number of parking spaces that employees and visitors can safely and conveniently use, it is necessary that the City establish policies for use of parking spaces, coordinate the scheduling of events, and put in place measures to manage event related traffic; and

WHEREAS, the Council recognizes that this Parking Management Plan may be required in order for there to be a sufficient number of parking spaces to serve the new aquatic facility pursuant to the City of Newport's adopted Zoning Ordinance.

NOW, THEREFORE, IT IS HEREBY ORDERED:

1. The foregoing recitals are hereby confirmed and adopted as findings of fact in support of this order.

2. The City Council directs the City Manager to establish a central calendaring system to coordinate the scheduling of events on the campus where the estimated total number of attendees meets or exceed 100 individuals per day, excluding persons that are shuttled or bused to the campus.

3. The calendaring system shall limit events, either individually or cumulatively, to a maximum number of 300 individuals per day, excluding persons that are shuttled or bused to the campus, unless a traffic management plan is prepared. Such a plan shall identify off-site parking areas to supplement available campus parking, appropriate traffic control measures, and directional signage that is to be used. Shuttle service from satellite parking areas shall be provided and the plan shall be reviewed and approved by the City Manager.

It is the Council's preference that the City Manager develop a template for a traffic management plan that can be used on reoccurring basis for larger events.

4. Every effort shall be made to avoid scheduling multiple events during the same timeframe where the cumulative number of attendees will exceed the maximum number of persons per day on the campus. Priority should be given to events that need to be held in order to carry out official city business, followed by city sponsored events, and events requested by entities not affiliated with the city. It will be the responsibility of the City Manager to resolve scheduling conflicts.
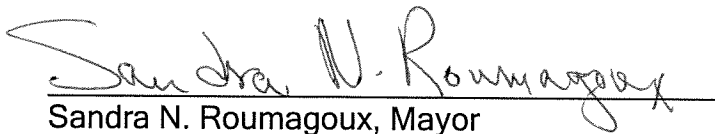
5. Costs attributed to implementing a traffic management plan shall be borne by the party scheduling an event that will push the cumulative number of attendees over 300 person per day cap.

6. Any proposed event that will require the closure of 10 or more parking spaces on or immediately adjacent to the city hall campus is to be included on the central calendaring system irrespective of anticipated attendance.
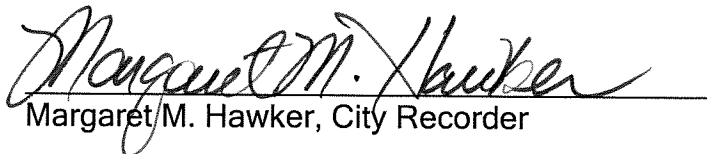
7. The City Manager shall further coordinate with individuals or entities that park vehicles overnight on the campus to arrange that they be moved to alternate locations and shall develop policies addressing where employee, visitor, recreational vehicles, buses, and fleet vehicles may be parked.

8. The calendaring system and parking policies shall be implemented prior to occupancy of the aquatic facility.

SO ORDERED this 18th day of May, 2015.

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Sandra N. Roumagoux, Mayor

ATTEST:

_____
Margaret M. Hawker, City Recorder

Approved as to form:

_____
Steve Rich, City Attorney